

WORK VAPOR

Job Link: <https://workvapor.com/jobs/litigation-specialist-remote-legal-support-232661/>

HIRING ORGANIZATION

Champions for the Injured

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: United States

DATE POSTED

? 10/28/2026

LITIGATION SPECIALIST – REMOTE LEGAL SUPPORT

BASE SALARY

USD 58000 - USD 75000

DESCRIPTION

Job Role: Litigation Specialist – Pennsylvania Sexual Abuse Litigation

Company: Champions for the Injured

Location: Philadelphia Metro Area, Pennsylvania

Work Mode: Remote

Salary: \$58,000–\$75,000 per year

Employment Type: Full-time

Work Schedule: Monday to Friday, 8:30 a.m.–5:00 p.m. ET

Experience: 5+ years preferred

HR Contact Email: careers@championsfortheinjured.com

About the Company

Champions for the Injured supports people seeking justice after serious injuries and abuse. The company is hiring a Litigation Specialist for its Pennsylvania Sexual Abuse Litigation Team.

Job Overview

You will support attorneys with litigation tasks and case management. You will communicate with survivors and handle sensitive information with care.

This role suits someone who is organized and detail-oriented. You must manage deadlines and work independently from home.

Key Responsibilities

1. Client Communication

- Communicate with survivors about sensitive legal matters.
- Handle confidential information with care.
- Keep clients informed throughout the legal process.
- Communicate with empathy and professionalism.

2. Case Management

- Manage a high-volume caseload.
- Track deadlines and case milestones.
- Organize client files and legal documents.
- Identify missing information and possible issues.
- Update case records in firm systems.

3. Legal Documentation

- Draft discovery responses and fact sheets.
- Prepare interrogatories and document requests.
- Assist with requests for admission and supplemental discovery.
- Obtain and review medical records.
- Help prepare motions, pleadings and subpoenas.
- Support attorneys with deposition and trial preparation.

4. Filing and Recordkeeping

- File legal documents through Pennsylvania electronic filing systems.
- Use Philadelphia and Allegheny County filing systems.
- Submit documents through PACER when required.
- Maintain accurate records in SmartAdvocate and SharePoint.

Required Qualifications

- Strong writing and communication skills.
- Excellent organization and attention to detail.
- Ability to manage multiple deadlines.
- Confidence working independently in a remote environment.
- Good technology skills.
- Proficiency in Microsoft Office programs.
- Ability to learn new systems and processes.

Preferred Experience

- 5+ years of experience in law or legal support is preferred.
- Experience as a paralegal or legal assistant is helpful.
- Personal injury or litigation experience is an advantage.
- SmartAdvocate experience is a plus.
- Familiarity with Word, Excel, Outlook, SharePoint and PowerPoint is expected.

Salary and Benefits

- Annual salary of \$58,000–\$75,000.
- 401(k) retirement plan.

- 401(k) employer matching.
- Health insurance.
- Dental insurance.
- Vision insurance.
- Life insurance.
- Health savings account.
- Paid time off.

Work Schedule and Location

- Full-time remote position.
- Candidates must live in the Philadelphia metropolitan area.
- Working hours are 8:30 a.m. to 5:00 p.m. Eastern Time.
- Training and ongoing support will be provided.
- Interview candidates may need to complete Wonderlic and Kolbe assessments.

How to Apply

Email your resume and a brief explanation of why you are interested in the position.

Application Email: careers@championsfortheinjured.com

Apply Online: [Apply Now – Litigation Specialist](#)